**EAST CAROLINA UNIVERSITY
2015-2016 FACULTY SENATE**

The seventh regular meeting of the 2015/2016 Faculty Senate will be held
on **Tuesday, March 15, 2016** at 2:10 p.m. in the Harvey Hall of the Murphy Center.

Please note change in meeting location.

REVISED AGENDA (see attachment 4.)

I. **Call to Order**

II. **Approval of Minutes**
January 26, 2016 and February 23, 2016

III. **Special Order of the Day**
   A. Roll Call

   B. Announcements

   C. Rondall Rice, Director
   University Studies Program

   D. Lisa Ormond, Chair of the Staff Senate

   E. Cynthia Deale, Faculty Assembly Delegate
   Report on February 26, 2016 UNC Faculty Assembly Meetings.

   F. John Stiller, Chair of the Faculty

   G. Approval of Spring 2016 Graduation List, including Honors Program graduates.

   H. Question Period

IV. **Unfinished Business**

V. **Report of Graduate Council**
Graduate Council, Denise Donica
Formal faculty advice on curriculum and academic matters acted on and recorded in the
February 15, 2016 Graduate Council meeting minutes, which included Curriculum actions (GC 15-26), within the Graduate Curriculum Committee meeting minutes from January 20, 2016, included
packages submitted by the Department of Geography, Planning and Environment; Department of
Public Health; Department of Technology Systems; Department of Health Education and
Promotion; and College of Nursing; Programmatic actions forwarded to Educational Policies and
Planning Committee, included the Department of Geography, Proposal of New Concentration:
Professional Science Master's [Geographic Information System (GIS)]

VI. **Report of Committees**
   A. University Curriculum Committee, Lori Flint
Curriculum and academic matters acted on and recorded in the February 11, 2016 meeting
minutes including curricular actions within the Department of Geography, Planning and

Environment, Department of Human Development and Family Science, Department of Health Education and Promotion, College of Fine Arts and Communication, College of Education and College of Nursing and the February 18, 2016 meeting minutes including curricular actions within the College of Nursing and College of Engineering and Technology.

B. Foundations Curriculum and Instructional Effectiveness Committee, George Bailey
Curriculum and academic matters acted on and recorded in the meeting minutes of February 15, 2016 including approval for domestic diversity designation for AAAS 1000: Introduction to African and African American Studies.

C. Libraries Committee, Robert Campbell
Report on need to change ECU's subscriptions to Elsevier's Science Direct and move from a large journal package to a smaller set of subscribed titles (attachment 1).

D. Educational Policies and Planning Committee, Don Chaney
Curriculum and academic matters acted on and recorded in the meeting minutes of March 4, 2016 including request for authorization to establish a new distance education degree program: Master of School Administration (MSA) in the Department of Educational Leadership within the College of Education; request to approve a new online graduate certificate: Behavior Specialist in the Department of Special Education, Foundations and Research within the College of Education; request to approve a new concentration: Master of Arts in Education Special Education (MAEd SPED) Intellectual Disabilities Concentration in the Department of Special Education, Foundations and Research within the College of Education; request to approve the discontinuation of the graduate certificate: Community Health Administration in the Department of Health Services and Information Management within the College of Allied Health Sciences; request to approve the Consolidation of Existing Degrees BFA in Dance Performance and BFA in Dance Education into the BFA in Dance; discontinuation of existing degrees BFA in Dance Performance and BFA in Dance Education; proposal of new concentrations: Performance and Choreography and Dance Education in the Department of Dance Performance and Dance Education within the School of Theatre and Dance; request to approve the discontinuation of existing concentration: M.A.T. Health Education in the Department of Health Education and Promotion within the College of Health and Human Performance; request to approve a degree title change from Master of Science in Technology Systems to Master of Science in Technology Management; and discontinuation of existing graduate concentrations in the Department of Technology Systems within the College of Engineering and Technology; request to approve a new concentration (MS in Geography): Professional Science Master's in Geographic Information Science in the Department of Geography, Planning and Environment; request to approve a new online graduate certificate: Student Affairs in Higher Education in the Department of Interdisciplinary Programs - Adult Education within the College of Education; Program Review revision response for the Department of Mathematics, Science and Instructional Technology Education (MSITE) within the College of Education *(Copies of items listed are available through the Faculty Senate office.)*

E. Calendar Committee, Mark McCarthy
1. Proposed revisions to the Fall 2016 and Spring 2017 Final Exam Schedules (attachment 2).
2. Proposed Summer 2017, Fall 2017 and Spring 2018 University Academic Calendars (attachment 3).

F. Faculty Welfare Committee, Jacqueline De Chabert-Rios   REVISED REPORT
Formal faculty advice on proposed Leave Policy for Twelve Month Faculty (attachment 4).

G. Distance Education and Learning Technology Committee, Timm Hackett
1. Proposed Standard Operating Procedures for Access to Blackboard (attachment 5).
2. Formal faculty advice on proposed Web Content Regulation (attachment 6).
3. Formal faculty advice on proposed Social Media Use Regulation (attachment 7).

H. Admission and Retention Policies Committee, Katie Flanagan
Proposed revisions to the *Undergraduate Catalog*, Academic Advisement, Progression and Support Services, Sections Double Major Requirements and Dual or Second Degree Requirements (attachment 8).

VII.   New Business

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LIBRARIES COMMITTEE REPORT
Report on Need to Change ECU's Subscriptions to Elsevier's Science Direct and Move from a Large
Journal Package to a Smaller Set of Subscribed Titles
(For Information Only)

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The Libraries Committee report to the Faculty Senate concerns an impending cancellation that will affect faculty and students from multiple departments on campus. Over the last several years, library materials budgets have been cut, so spending on books, databases, and journals has been curtailed. Now, cuts and publisher price increases have reached the point at which the Libraries feel the need to change ECU's subscriptions to Elsevier's Science Direct, and move from a large journal package to a smaller set of subscribed titles. <u>The change will be effective January 1, 2017.</u> Librarians want to notify faculty about the need for this change and invite faculty members to review the letter provided below, and attend a faculty forum addressing the change on April 15 from 10:30 – 12 in Brody 2W38 and 2W40A, or that same day from 2-3:30 in Mendenhall 221. The letter and other information will be available at <u>http://blog.ecu.edu/sites/serialsreview/</u>.

Dear ECU Community,

The ECU Libraries, Joyner and Laupus, each contribute to a shared Virtual Library materials budget for e-journals, databases, and other online resources that are used campus-wide. The Virtual Library budget is used for so-called Big Deals: arrangements with publishers whereby selected subscription e-journal titles are bundled with additional titles (sometimes all of the publishers' e-journal offerings), and licensed as a package. The ECU Libraries licenses its Big Deal packages through the Carolina Consortium, an arrangement that has saved ECU millions of dollars over the past decade and greatly increased the number of e-journal titles available. Unfortunately, even with the increased negotiating power associated with the Carolina Consortium, annual Big Deal price increases have far exceeded the growth in the Virtual Library budget. In fact, the Virtual Library budget has decreased 1.79% over the past five years while the price of our four largest Big Deals has increased by 20% over the same time period. The Virtual Library budget has been shielded from the majority of cuts the Libraries' budgets have sustained since the recession began. For example, Joyner's acquisitions budget decreased by 55% and its operating budget by 29%.

For the past eight years, Joyner and Laupus librarians have found ways to manage budget cuts and the increasing costs of subscription-based resources while protecting large e-journal packages that are important to research and learning at ECU. However, like many other academic libraries, we must now consider altering at least one Big Deal in order to stay within our budget for FY2017 and subsequent years.

We have identified Elsevier, whose journals are available through Science Direct, as an outlier in cost. Our Big Deal with Elsevier represents an ever-increasing proportion of the Virtual budget – currently approximately 48%. To stay within our budget, it will be necessary for the ECU Libraries to break our Big Deal with Elsevier. Needed Elsevier content will still be available. We will pursue individual subscriptions to the most used journals. For lesser-used titles, Interlibrary Loan or Document Delivery will be used to meet the campus community's needs.

Communication with various groups will be important over the next few months. The Library Directors shared information with Academic Council on March 9. Two library forums, one on each campus, will be held in mid-April. These forums will be a chance for us to share the latest news on this project as well as for the campus community to provide feedback. In addition to the forums, a blog will be created to share information about the project. We encourage you to post comments on

the blog. Please also feel free to contact your subject liaison, Laupus Library Interim Director Beth Ketterman (kettermane@ecu.edu; 744-3056), or Joyner Library Director Jan Lewis (lewisja@ecu.edu; 328-2267) with any questions or concerns.

Faculty Senate Agenda
March 15, 2016
Attachment 2.

CALENDAR COMMITTEE REPORT
Proposed revisions to the Fall 2016 and Spring 2017 Final Exam Schedules

Reason for Revised Exam Schedule beginning Fall 2016
There are five Common Exams scheduled at 5:00 pm during the first five days of the six days of final exams. Final exams currently end at 4:30 pm on the last day, sixth day, of final exams. There are 100 sections with regular class meeting times of either MW at 5:00 pm or TR at 5:00 pm. The final exam for these sections is on one of the first five days of final exams at 5:00 pm.

The 5:00 time was not considered a "standard" class time in the past, but has become increasingly popular for course offerings in recent years. Initially, there were minimal conflicts of students having two exams at the same time, a 5:00 common exam and a MW or TR 5:00 pm class with a 5:00 pm exam. Students with these conflicts were able to resolve the issue with one of the professors. This year the number of conflicts with students having two exams at the same time has reached a point where the final exam schedule needs to be adjusted so no exams are scheduled at the same time. For the spring 2016 semester, the Registrar's office identified over 140 students with conflicts. The calendar committee discussed the issue and developed three alternatives to resolve the problem, none of which add a day at the end of exams.

Prior to finalizing the recommendations, the committee discussed two other alternatives noted below in no particular order:
1)   One exam on Friday during the exam week from 7:30 – 10:00 and the other the last day of exams from 5:00 – 7:30.
2)   Two exams on Saturday, one from 9:00 – 11:30 and the other 1:00 – 3:30.

The committee recommends moving two of the exams to late in the day on what is traditionally reading day. Schedule reading day from 8:00 am to 4:00 pm and begin the final exam period at 4:00 pm. The first exam period is from 4:00 pm – 6:30 pm and the second is from 7:00 pm – 9:30 pm.

The committee recommends moving the exams for the MW 5:00 and TR 5:00 classes so that all the common exams will maintain the traditional 5:00 pm start time. These changes are highlighted in the following Fall 2016 and Spring 2017 Revised Final Exams.

Fall Semester 2016

December 5, Monday	Classes end. Last day for submission of grade replacement requests.
December 6, Tuesday	Reading day – 8:00 am - 4:00 pm.
December 6, Tuesday	Final Examinations begin at 4:00 pm.
December 14, Wednesday	Exams for Fall Semester close at 4:30 pm.
December 16, Friday	Commencement.
December 16, Friday	Grades due at 4:30 p.m.

Fall Semester 2016
Examination Schedule
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Common examinations, including DE sections, will be held according to the following schedule:

FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Wednesday, December 7
MATH 1066	5:00 - 7:30 Thursday, December 8
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Friday, December 9
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Monday, December 12
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Tuesday, December 13

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 12
8:00 TTh	8:00 - 10:30 Tuesday, December 13
9:00 MWF	8:00 - 10:30 Wednesday, December 14
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, December 7
10:00 MWF	8:00 - 10:30 Friday, December 9
10:00 TTh	8:00 - 10:30 Thursday, December 8
11:00 MWF	11:00 - 1:30 Monday, December 12
11:00 TTh	11:00 - 1:30 Thursday, December 8
12:00 MWF	11:00 - 1:30 Wednesday, December 14
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, December 7
1:00 MWF	11:00 - 1:30 Friday, December 9
1:00 TTh	11:00 - 1:30 Tuesday, December 13
2:00 MWF	2:00 - 4:30 Monday, December 12
2:00 TTh	2:00 - 4:30 Tuesday, December 13
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 14
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 8
4:00 MWF	2:00 - 4:30 Friday, December 9
4:00 TTh	2:00 - 4:30 Wednesday, December 7
5:00 MWF	7:00 - 9:30 Tuesday, December 6
5:00 TTh	4:00 - 6:30 Tuesday, December 6

Spring Semester 2017

April 25, Tuesday	Classes end. Last day for submission of grade replacement requests.
April 26, Wednesday	Reading day – 8:00 am - 4:00 pm.
April 26, Wednesday	Final Examinations begin at 4:00 p.m.
May 4, Thursday	Exams for Spring Semester close at 4:30 pm.
May 5, Friday	Commencement.
May 6, Saturday	Grades due at 4:30 p.m.

Spring Semester 2017
Examination Schedule
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Common examinations, including DE sections, will be held according to the following schedule:

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Thursday, April 27
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Friday, April 28

FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Monday, May 1
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, May 2
MATH 1066	5:00 - 7:30 Wednesday, May 3

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, April 28
8:00 TTh	8:00 - 10:30 Thursday, April 27
9:00 MWF	8:00 - 10:30 Monday, May 1
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May 2
10:00 MWF	8:00 - 10:30 Wednesday, May 3
10:00 TTh	8:00 - 10:30 Thursday, May 4
11:00 MWF	11:00 - 1:30 Friday, April 28
11:00 TTh	11:00 - 1:30 Thursday, May 4
12:00 MWF	11:00 - 1:30 Monday, May 1
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May 2
1:00 MWF	11:00 - 1:30 Wednesday, May 3
1:00 TTh	11:00 - 1:30 Thursday, Apr 27
2:00 MWF	2:00 - 4:30 Friday, April 28
2:00 TTh	2:00 - 4:30 Thursday, Apr 27
3:00 MWF (3:30)	2:00 - 4:30 Monday, May 1
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 4
4:00 MWF	2:00 - 4:30 Wednesday, May 3
4:00 TTh	2:00 - 4:30 Tuesday, May 2
5:00 MWF	7:00 - 9:30 Wednesday, April 26
5:00 TTh	4:00 - 6:30 Wednesday, April 26

Faculty Senate Agenda
March 15, 2016
Attachment 3.

CALENDAR COMMITTEE REPORT
Proposed Summer 2017, Fall 2017 and Spring 2018 University Academic Calendars

Summer Session 2017
First Session
(Actual days First Session: 5 Mondays, 5 Tuesdays, 5 Wednesdays, 5 Thursdays,
5 Fridays, 1 day for final examinations)

March 17, Friday	Early registration for special populations begins at 1:00 pm.
March 20, Monday	Registration for Summer Session begins.
May 12, Friday	New student registration; schedule changes.
May 15, Monday	Classes begin; schedule changes.
May 16, Tuesday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) for first session by 5:00 pm.
May 17, Wednesday	Census Day (Official enrollment count taken at 5:00 pm).
May 29, Monday	State Holiday (no classes).
June 6, Tuesday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.

June 7, Wednesday	Last day for graduate students to withdraw from courses without grades by 5:00 pm.
June 19, Monday	Classes end. Last day for submission of grade replacement requests.
June 20, Tuesday	Last day for faculty to remove Incompletes for Graduate Courses from first Summer Semester 2016.
June 20, Tuesday	Final examinations.
June 23, Friday	Grades due at 8:00 am.

Second Session
(Actual days Second Session: 5 Mondays, 4 Tuesdays, 5 Wednesdays, 6 Thursdays, 5 Fridays, 1 day for final examinations)

June 21, Wednesday	New student registration; schedule changes.
June 22, Thursday	Classes begin; schedule changes.
June 23, Friday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) for second session by 5:00 pm.
June 26, Monday	Census Day (Official enrollment count taken at 5:00 pm).
July 4, Tuesday	State Holiday (no classes).
July 14, Friday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
July 17, Monday	Last day for graduate students to withdraw from courses without grades by 5:00 pm.
July 27, Thursday	Classes end. Last day for submission of grade replacement requests.
July 28, Friday	Last day for faculty to remove Incompletes for Graduate Courses from second Summer Semester 2016.
July 28, Friday	Final examinations.
July 31, Monday	Grades due at noon.

11-Week Summer Session
(Actual class days: 10 Mondays, 9 Tuesdays, 10 Wednesdays, 11 Thursdays, 10 Fridays, 1 day for final examinations)

March 17, Friday	Early registration for special populations begins at 1:00 pm.
March 20, Monday	Registration for 11-Week Summer Session begins.
May 12, Friday	New student registration; schedule changes.
May 15, Monday	Classes begin; schedule changes.
May 16, Tuesday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) for 11 week session by 5:00 pm.
May 17, Wednesday	Census Day (Official enrollment count taken at 5:00 pm).
May 29, Monday	State Holiday (no classes).
June 20-21, Tuesday and Wednesday	Midsummer Break (no classes).
June 28, Wednesday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
July 3, Monday	Last day for graduate students to withdraw from courses without grades by 5:00 pm.
July 4, Tuesday	State Holiday (no classes).
July 27, Thursday	Classes end. Last day for submission of grade replacement requests.

July 28, Friday	Last day for faculty to remove Incompletes for Graduate Courses from 11-week Summer Semester 2016.
July 28, Friday	Final examinations.
July 31, Monday	Grades due at noon.

Fall Semester 2017
(Actual class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays.
Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays)

March 17, Friday	Early registration for special populations begins at 1:00 pm.
March 20, Monday	Registration for Fall Semester 2017 begins.
August 21, Monday	Classes begin; schedule changes.
August 25, Friday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) by 5:00 pm.
September 1, Friday	Census Day (Official enrollment count taken at 5:00 pm).
September 4, Monday	State Holiday (no classes).
October 7-10, Saturday-Tuesday	Fall Break.
October 11, Wednesday	8:00 am - Classes resume.
October 23 – 27, Monday-Friday	Advising for Spring Semester 2018.
October 25, Wednesday	Last day for graduate students to withdraw from courses without grades by 5:00 pm.
October 27, Friday	Early registration for special populations begins at 1:00 pm.
October 30, Monday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
October 30, Monday	Registration for Spring Semester 2018 begins.
November 22-26, Wednesday-Sunday	Thanksgiving Break.
November 27, Monday	8:00 am - Classes resume.
November 27, Monday	Undergraduate students last day to remove incompletes given during Spring and/or Summer Session 2017.
December 4, Monday	Classes end. Last day for submission of grade replacement requests.
December 5, Tuesday	Reading day – 8:00 am - 4:00 pm.
December 5, Tuesday	Final Examinations begin 4:00 pm.
December 13, Wednesday	Last day for faculty to remove Incompletes for Graduate Courses from Fall Semester 2016.
December 13, Wednesday	Exams for Fall Semester close at 4:30 pm.
December 15, Friday	Commencement.
December 15, Friday	Grades due at 4:30 p.m.

Fall Semester 2017
Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting

more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. A final course meeting during the exam period is required in order to satisfy the 750 contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

   Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 13). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (December 5 - December 13). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-10:00 pm on the second night of their usual meeting during the examination period (December 5 - December 13). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

   Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes).

Common examinations, including DE sections, will be held according to the following schedule:

FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Wednesday, December 6
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Thursday, December 7
MATH 1066	5:00 - 7:30 Friday, December 8
CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Monday, December 11
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Tuesday, December 12

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Monday, December 11
8:00 TTh	8:00 - 10:30 Tuesday, December 12
9:00 MWF	8:00 - 10:30 Wednesday, December 13
9:00 TTh (9:30)	8:00 - 10:30 Wednesday, December 6
10:00 MWF	8:00 - 10:30 Friday, December 8
10:00 TTh	8:00 - 10:30 Thursday, December 7
11:00 MWF	11:00 - 1:30 Monday, December 11
11:00 TTh	11:00 - 1:30 Thursday, December 7
12:00 MWF	11:00 - 1:30 Wednesday, December 13
12:00 TTh (12:30)	11:00 - 1:30 Wednesday, December 6
1:00 MWF	11:00 - 1:30 Friday, December 8
1:00 TTh	11:00 - 1:30 Tuesday, December 12
2:00 MWF	2:00 - 4:30 Monday, December 11
2:00 TTh	2:00 - 4:30 Tuesday, December 12
3:00 MWF (3:30)	2:00 - 4:30 Wednesday, December 13
3:00 TTh (3:30)	2:00 - 4:30 Thursday, December 7
4:00 MWF	2:00 - 4:30 Friday, December 8
4:00 TTh	2:00 - 4:30 Wednesday, December 6
5:00 MWF	7:00 - 9:30 Tuesday, December 5
5:00 TTh	4:00 - 6:30 Tuesday, December 5

Spring Semester 2018
(Actual class days: 14 Mondays, 15 Tuesdays, 14 Wednesdays, 14 Thursdays, 13 Fridays.
Effective class days: 14 Mondays, 14 Tuesdays, 14 Wednesdays, 14 Thursdays, 14 Fridays.)

October 27, Friday	Early registration for special populations begins at 1:00 pm.
October 30, Monday	Registration for Spring Semester 2018 begins.
January 5, Friday	Advising and schedule adjustments.
January 8, Monday	Classes begin; schedule changes.
January 12, Friday	Last day of Course Adjustment Period (registration, schedule changes and drop/add) by 5:00 pm.
January 15, Monday	State Holiday (no classes).
January 22, Monday	Census Day (Official enrollment count taken at 5:00 pm).
March 4-11, Sunday – Sunday	Spring Break.
March 12, Monday	8:00 am - Classes resume.
March 12-16, Monday-Friday	Advising for Summer Sessions and Fall Semester 2018.
March 16, Friday	Early registration for special populations begins at 1:00 pm.
March 19, Monday	Last day for graduate students to drop courses without grades by 5:00 pm.
March 19, Monday	Registration for Summer Sessions and Fall Semester 2018 begins.
March 22, Thursday	Last day for undergraduate students to withdraw from term-length courses or withdraw from school without grades by 5:00 pm. Block courses may be dropped only during the first 60% of their regularly scheduled class meetings.
March 30 - 31 Friday-Saturday	State Holiday (no classes)
April 12, Thursday	Undergraduate students last day to remove incompletes given during Fall Semester 2017
April 24, Tuesday	State holiday makeup day. Classes which would have met on Friday, March 30, will meet on this day so there will effectively be the same number of Fridays and Tuesdays as every other weekday during the semester; Tuesday classes will not meet.
April 24, Tuesday	Classes end. Last day for submission of grade replacement requests.
April 25, Wednesday	Reading day – 8:00 am - 4:00 pm.
April 25, Wednesday	Final examinations begin 4:00 pm.
May 3, Thursday	Last day for faculty to remove Incompletes for Graduate Courses from Spring Semester 2017.
May 3, Thursday	Exams for Spring Semester close at 4:30 pm.
May 4, Friday	Commencement.
May 5, Saturday	Grades due at 4:30 p.m.

Spring Semester 2018
Examination Schedule

There will be no departure from the printed schedule, except as noted below: All examinations for one credit hour classes will be held during the last regular meeting of the class. Classes meeting more than three times a week will follow the examination schedule for MWF classes. Clinical and non-traditional class schedules, including graduate level courses, may also adopt a modified examination schedule as required. The final exam meeting is required in order to satisfy the 750

contact minutes per credit hour required by the University of North Carolina Office of the President. Department Chairs are responsible for monitoring adherence to scheduled examination requirements.

   Classes beginning 6:00 pm or later are considered night classes. Examinations in classes meeting one night a week will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 26 - May 3). Examinations in classes meeting two or more nights a week and beginning before 8:00 pm will be held at 7:30-10:00 pm on the first night of their usual meeting during the examination period (April 26 - May 3). Examinations in classes meeting two or more nights a week and beginning at or after 8:00 pm will be held at 7:30-9:30 pm on the second night of their usual meeting during the examination period (April 26 - May 3). Distance education classes should give their final examinations in a timely fashion to allow submitting grades in time.

   Classes beginning on the half hour or meeting longer than one hour will have their final examination at the time determined by the hour during which the classes begin (e.g., 9:30-11:00 am TTh classes will follow the examination schedule of the 9:00 am TTh classes; 8:00-10:00 am MWF classes will follow the examination schedule of the 8:00 am MWF classes)

Common examinations, including DE sections, will be held according to the following schedule:

CHEM 0150, 1120, 1130, 1150, 1160	5:00 - 7:30 Thursday, April 26
CHEM 1121, 1131, 1151, 1161, 2753, 2763	5:00 - 7:30 Friday, April 27
FREN 1001, 1003, SPAN 1001, 1004, GERM 1001	5:00 - 7:30 Monday, April 30
FREN 1002, SPAN 1002, 1003, GERM 1002	5:00 - 7:30 Tuesday, May 1
MATH 1066	5:00 - 7:30 Wednesday, May 2

Times class regularly meets	Time and day of examination
8:00 MWF	8:00 - 10:30 Friday, April 27
8:00 TTh	8:00 - 10:30 Thursday, April 26
9:00 MWF	8:00 - 10:30 Monday, April 30
9:00 TTh (9:30)	8:00 - 10:30 Tuesday, May 1
10:00 MWF	8:00 - 10:30 Wednesday, May 2
10:00 TTh	8:00 - 10:30 Thursday, May 3
11:00 MWF	11:00 - 1:30 Friday, April 27
11:00 TTh	11:00 - 1:30 Thursday, May 3
12:00 MWF	11:00 - 1:30 Monday, April 30
12:00 TTh (12:30)	11:00 - 1:30 Tuesday, May 1
1:00 MWF	11:00 - 1:30 Wednesday, May 2
1:00 TTh	11:00 - 1:30 Thursday, Apr 26
2:00 MWF	2:00 - 4:30 Friday, April 27
2:00 TTh	2:00 - 4:30 Thursday, Apr 26
3:00 MWF (3:30)	2:00 - 4:30 Monday, April 30
3:00 TTh (3:30)	2:00 - 4:30 Thursday, May 3
4:00 MWF	2:00 - 4:30 Wednesday, May 2
4:00 TTh	2:00 - 4:30 Tuesday, May 1
5:00 MWF	7:00 - 9:30 Wednesday, April 25
5:00 TTh	4:00 - 6:30 Wednesday, April 25

FACULTY WELFARE COMMITTEE REPORT
Formal faculty advice on proposed Leave Policy for Twelve Month Faculty

(All revisions are <mark>highlighted</mark>, with additions noted in **bold** print and deletions in ~~strikethrough~~.)

1. Introduction
   This Policy summarizes leave guidelines for twelve-month faculty members. This Policy replaces and supersedes any and all unit and/or division-level leave policies and practices applicable to twelve-month faculty. In addition, no future unit or division-level policies for twelve-month faculty leave may be instituted, and no unit or division-level practices for twelve-month faculty leave may be used which contradict the provisions of this Policy.

   Please note that this Policy is neither intended nor authorized to supersede other State Leave Policies (e.g. Civil Leave, Community Service Leave, Military Leave**, Vacation Bonus Leave, Special Leave**).

2. Definitions
   2.1. 1.0 FTE – Full-time Equivalent indicates the percentage of time the faculty member is employed.

   1.0 FTE is full-time; .50 FTE is half-time, etc.

   2.2. Vacation Leave may be used for:
   - vacation,
   - other periods of absence for personal reasons,
   - absences due to adverse weather conditions,
   - personal illness (in lieu of sick leave),
   - illness in the immediate family, and
   - donations in accordance with the Voluntary Shared Leave Policy.

   2.3. Sick leave may be used for:
   - illness or injury,
   - medical appointments,
   - temporary disability due to childbirth (including care for mother during temporary disability that resulted from childbirth),
   - to care for member of immediate family,
   - death in immediate family,
   - donations in accordance with the Voluntary Shared Leave Policy, and
   - adoption of a child, limited to a maximum of 30 working days for each parent.

3. Scope
   3.1. The Leave Policy for Twelve-Month Faculty at ECU (Policy) applies to all twelve-month faculty who are employed as permanent employees (eligible for benefits) who are 1.0 FTE. Part-time, permanent twelve-month faculty who are employed at a .50 FTE or more will be eligible for appropriate pro-rated vacation and sick leave.

   3.2. This policy does not apply to faculty on nine-month contracts. Nine-month faculty do not earn vacation leave or sick leave, but are eligible for paid serious illness and parental leave. For more information, see the Faculty Serious Illness and Parental Leave Policy.

3.3. Vacation and sick leave will be earned on a monthly basis. Specifically, for each month the employee works, or is on approved leave with pay status, at least half the working days of the month, leave will accrue at the rate of 2 days of vacation leave and 1 day of sick leave per month.

4. Vacation Leave

   4.1. Scheduling planned absences through use of vacation leave will be subject to the approval of the Unit Administrator (Department Chair, Dean or Director) who is authorized to approve leave requests.

   4.2. The maximum number of vacation leave days that may be accrued and carried forward from one calendar year to the next shall be 30 days.[1] However, unused vacation leave in excess of 30 days shall be converted to sick leave on December 31st of each year. For part-time faculty members (.50 FTE or more but less than 1.0 FTE), the thirty-day limit is pro-rated based on the faculty member's part time FTE.

   4.3. There is no pay out of vacation leave, vacation bonus leave or special leave (unless required by applicable legislation) for twelve-month faculty members when separating from a twelve-month faculty position at East Carolina University. **When adequate notice of 120 days or more is given upon resignation or retirement or a faculty contract is not renewed for any reason, faculty will be allowed to utilize all remaining leave before separation from employment. If adequate notice is not received, t**welve-month faculty members may negotiate the use of any remaining vacation leave, vacation bonus leave or special leave with the Unit Administrator (Department Chair, Dean or Director) prior to separating from the University or unit up to a maximum of 30 days plus any current vacation bonus leave. The Unit Administrator may set the final separation date, taking into account the use of such leave prior to departure; however, this is at the Unit Administrator's discretion based on the budgetary and operational limitations of the department. **Any plan by the Unit Administrator denying the use of any earned vacation leave, bonus leave, or special leave before separation must be approved by the appropriate Vice Chancellor.** Prior to separation, remaining leave may be donated in accordance with the Voluntary Shared Leave Policy as desired by the faculty member.

   4.4. While on an approved unpaid Leave of Absence (LOA), vacation leave balance is retained, however vacation leave does not accrue while on unpaid LOA.

   4.5. This Policy officially designates all twelve-month faculty as leave earning which means faculty covered under this Policy will be eligible for any future awards of vacation bonus leave and/or special leave.

5. Sick Leave

   5.1. Unused sick leave may be accumulated and carried forward from year to year on an unlimited basis.

   5.2. While on an approved unpaid Leave of Absence (LOA), sick leave balance is retained, however sick leave does not accrue while on unpaid LOA.

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[1] State Leave Policies are based on calendar year.

5.3. Members of the Teachers and State Employees Retirement System (TSERS) are eligible to have sick leave credit converted to creditable service upon retirement.

5.4. For Optional Retirement Plan (ORP) participants, any unused sick leave balance at separation or retirement is forfeited.

5.5. There is no pay out of sick leave for twelve-month faculty members when separating from a twelve-month faculty position at East Carolina University. Sick leave is restored to an employee's leave record when the employee is reinstated to State service within five years of any type of separation except for retirement as noted above in Sections 5.3. and 5.4. Prior to separation, remaining leave may be donated in accordance with the Voluntary Shared Leave Policy as desired by the faculty member.

6. Faculty Serious Illness and Parental Leave
Twelve-month faculty must have one year of service and meet all other eligibility requirements defined in the Faculty Serious Illness and Parental Leave Policy ("FSIL"), except for any provision denying eligibility based on sick leave accrual status, in order to qualify for 60 calendar days of paid leave under FSIL. This provision shall supersede FSIL to the extent it provides twelve-month faculty more than 60 calendar days of paid leave within any twelve (12) consecutive calendar month period. For additional paid leave after the first 60 calendar days, twelve-month faculty may exhaust sick leave, vacation leave, bonus leave or apply for voluntary shared leave. **Faculty members would be made whole if they had a need to take FSIL during the 2 years after this Policy became effective.**

7. Holiday Leave
Twelve-month faculty members generally observe the same holidays as other University employees except that, when classes are scheduled during a normal university holiday, faculty members are expected to work when assigned teaching duties.

Please refer to the University Holiday Schedule for the most current holiday schedule. Please note that certain clinical departments of the Brody School of Medicine have a modified holiday schedule for their employees. Clinical departments will communicate any such modified holiday schedule directly to their twelve-month faculty members.

8. Phased Retirement
8.1. Faculty entering the Phased Retirement Program are not eligible for a payout or transfer of vacation leave, vacation bonus leave or sick leave. Upon entering the Phased Retirement contract, faculty members will earn pro-rated leave based on the .50 FTE appointment.

8.2. Twelve-month faculty members may negotiate the use of any remaining vacation leave, vacation bonus leave or special leave with the Unit Administrator (Department Chair, Dean or Director) prior to entry into the Phased Retirement Program at the Unit Administrator's discretion based on the budgetary and operational limitations of the department.

8.3. Any remaining vacation or bonus leave not used prior to separation is forfeited. Prior to separation, remaining leave may be donated in accordance with the Voluntary Shared Leave Policy as desired by the faculty member.

9. Payout of Leave in the Event of Death
In the event of the death of an active twelve-month faculty member or a faculty member on a paid leave status with the University, vacation leave earned but not taken, up to a maximum of 240 hours, **as well as any vacation bonus leave or special leave earned but not taken (if it is**

required to be paid out by applicable legislation), will be paid to the estate of the faculty member.

10. Record Keeping
    All University Units are required to keep accurate and timely records of vacation leave, sick leave and/or vacation bonus leave or special leave. Leave records will be submitted to HR and will be subject to review by Internal Audit.

11. Effective Date
    11.1   The effective date of this Policy is July 1, 2016.
    11.2   Transitions
        11.2.1 For those twelve-month faculty hired on or before June 30, 2016, there will be a two-year transition period **for sick leave**. Specifically, from July 1, 2016 through June 30, 2018, the university shall provide to a twelve-month faculty member who is eligible to take paid leave based on a qualifying event under both FSIL and this Policy the difference, if any, between the paid sick leave the twelve-month faculty member has earned and is entitled to take under this Policy and the paid leave the twelve-month faculty member would have been entitled to take had the qualifying event occurred on June 30, 2016.
        11.2.2 Those twelve-month faculty who were granted leave under a unit and/or division-level leave policy and/or practice prior to July 1, 2016 will be permitted to carry forward unused vacation leave, as of June 30, 2016, up to a maximum of ~~ten (10)~~ **twelve (12)** days, beginning July 1, 2016 and ending December 31, 2016. Separate accounting for this leave must be maintained. Any remaining unused balance on December 31, 2016 will be forfeited.
        11.2.2.3 A twelve-month faculty member may request an advancement in sick and/or vacation leave. Since leave can only be used once, faculty members are advised to use caution when requesting advanced leave.

Faculty Senate Agenda
March 15, 2016
Attachment 5.

DISTANCE EDUCATION AND LEARNING TECHNOLOGY COMMITTEE REPORT
Proposed Standard Operating Procedures for Access to Blackboard

ECU limits access to a course in Blackboard to faculty and students registered to teach or take that course. Only the instructor of record may grant course access to ECU faculty, staff or external guests. Banner controls the student enrollments. The faculty member or ITCS Blackboard Administrators must add any additional course members, in order to ensure appropriate approvals and documentation are received. If faculty need to invite a course member external to ECU, they must submit a Blackboard External Access Request form within the Online Help Desk. Faculty can learn more about this process here: http://blog.ecu.edu/sites/blackboard/blog/category/external-accounts/. Access to and use of Blackboard is subject to the Academic Computer Use Policy and the Student and Employee Computer Use Policy. Per these policies, access to a computer or records for an investigation into misconduct or to enforce university policy requires Chancellor approval.

There will be occasions when faculty need to enroll additional course members for peer review, accreditation, sharing course content, inviting a guest speaker, etc. When faculty or ITCS Blackboard

Administrators add additional participants to a course, they must select the appropriate course role and ensure compliance with the provisions of FERPA .

Only certain course roles contain privileges to view the Grade Center, student work or interactions protected by FERPA. According to FERPA, any information that is not considered Directory Information may not be disclosed to anyone except the student without prior written consent. For details about Directory Information, visit the Office of the Registrar's FERPA page www.ecu.edu/cs-acad/registrar/FERPA.cfm. There are exceptions to this rule. Institutions may release information from student records (that is not considered Directory Information) without prior consent to school officials with legitimate educational interest (e.g. one faculty member to another) and to Federal, State, and local authorities involving an audit or evaluation of compliance with educational programs (e.g. NCAA).

Below is a list of the most typical scenarios and recommendations for course roles, along with a brief description of the privileges assigned to each role. This list is intended to be nonexclusive and does not include technical support roles. Modifications of these role permissions can be made on a case-by-case basis with the approval of the Registrar.

Primary Access to a Course:
- Course Role: *Instructor*
    - o Purpose: The person teaching or facilitating the class.
    - o Process: Instructor of Record is assigned in Blackboard through the Banner Enrollment feeds.
    - o Role Permissions: Instructor has access to all areas in the Course Control Panel. Instructor can add and remove guests from the course. Banner controls Blackboard student enrollments and instructors may modify student enrollments only when necessary to ensure that students have timely access to the course.

- Course Role: *Student*
    - o Purpose: This course role is assigned to students enrolled in a class.
    - o Process: Students are enrolled in a Blackboard class through the Banner Enrollment feeds.
    - o Role Permissions: Student has no access to any areas on the Course Control Panel. Student has access only to his or her grade book and course content and assessments made. Please Note: An enrolled student in a course should never be elevated to a TA because of the additional privileges that role provides within the course.

Administrative Access:
- Course Role: *Chair*
    - o Purpose: This course role can be made available to a Departmental Chair for business purposes. Business purpose includes but is not limited to absence of instructor, grading, accreditation, and teaching review. Business purpose does not include access for an investigation into misconduct or to enforce policy which requires Chancellor approval.
    - o Process: Instructor of Record for the course must be informed prior to Chair access. The instructor can enroll their Department Chair or the Department Chair can submit an IT Service Desk Request for ITCS Blackboard Administrators to provide access. Documentation the faculty was informed should be retained by the Chair or administrator who accessed the course.
    - o Timeframe: This role is assigned indefinitely.
    - o Role Permissions: The Chair role has access to course content, test, assignments, discussion forums, groups, Grade Center and users. The Chair role cannot edit or delete content.

Accreditation and Review Access:
- Course Role: *Course Reviewer*
  - o Purpose: Course visitors who need access to course content, interactive tools, assessments and users.
  - o Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role. For external accounts, please see Blackboard External Account Requests.
  - o Timeframe: This role may be assigned indefinitely or on a time-limited basis. The timeframe for access should be stated upon request. If requested access is time-limited, the requestor must request an extension, if needed. Otherwise, faculty may remove access once the requested timeframe has expired.
  - o Role Permissions: Course Reviewer has access to course content, tests, assignments, discussion forums, groups, and users. Course Reviewer cannot edit or delete content and does not have access to the Grade Center.

- Course Role: *Content Reviewer*
  - o Purpose: Course visitors that need access to course content.
  - o Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.
  - o Timeframe: This role may be assigned indefinitely or on a time-limited basis. The timeframe for access should be stated upon request. If requested access is time-limited, the requestor must request an extension, if needed. Otherwise, faculty may remove access once the requested timeframe has expired.
  - o Role Permissions: Content Reviewer has access to course content. A Content Reviewer cannot edit or delete content, view users, or access the Grade Center.

Peer Review Access:
- Course Role: Course Reviewer or Content Reviewer
  - o Purpose: Reviewers for different levels of course review, for example, Peer Review.
  - o Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.
  - o Timeframe: This role may be assigned indefinitely or on a time-limited basis. The timeframe for access should be stated upon request. If requested access is time-limited, the requestor must request an extension, if needed. Otherwise, faculty may remove access once the requested timeframe has expired.
  - o Role Permissions: See the Course Review and Content Reviewer sections.
- Course Role: *Guest*
  - o Purpose: Instructor can make specific areas within a course accessible to the Guest role(s).
  - o Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role. For external accounts, please see Blackboard External Account Requests.
  - o Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
  - o Role Permissions: Users with the role of Guest have no access to the Course Control Panel, Grade Center, or any Content area that contains gradable items.

Instructional Support:
- Course Role: *Teaching Assistant*
  - o Purpose: To assist Instructor with developing, teaching or facilitating the class.
  - o Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.

- o Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
- o Role Permissions: Teaching Assistant has the same privileges as Instructor, except they cannot add or remove users from the course, bulk delete or copy content, or elevate another user's role.
- Course Role: *Grader*
  - o Purpose: To assist Instructor in the creation, management, delivery, and grading of Assessments and Surveys
  - o Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.
  - o Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
  - o Role Permissions: The Grader role has limited access to the Course Control Panel. A Grader would assist Instructor in the creation, management, delivery, and grading of Assessments and Surveys. Grader may also assist Instructor with adding manual entries to the Online Grade Center.
- Course Role: *Course Builder*
  - o Purpose: A research assistant, instructional designer or an assistant with limited responsibilities.
  - o Process: The faculty member or ITCS Blackboard Administrators must add any additional course members using this course role.
  - o Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
  - o Role Permissions: The Course Builder has access to most areas of the Course Control Panel. The Course Builder role does not have access to the Grade Center.
- Course Role: *Guest Lecturer (non-ECU) Access*:
  - o Purpose: Class participants who are external to ECU.
  - o Process: ITCS Blackboard Administrators must create a Blackboard account for non-ECU course guests. For external accounts, please see [Blackboard External Account Requests](#).
  - o Timeframe: This role may be assigned indefinitely or on a time-limited basis. Decisions on timeframe are left to the discretion of the instructor of record.
  - o Role Permissions: Users with the role of Guest have no access to the Course Control Panel, Grade Center, or any Content area that has a gradable item. An instructor can make areas within a course accessible to guests.

Special Considerations for Course Content Access
Course content developed by a faculty member can in most cases be made available to others for use in teaching a course. For example, Faculty A develops a course while working at ECU and in the future Faculty B is assigned to teach the course. In this example, the course content can be made available to Faculty B.

In this scenario, the faculty member who created the course should be asked to share the content or make the content of the course available. The ITCS Blackboard administrator can be contacted by the faculty member to assist with making the content available should assistance be required.

In the event the currently employed faculty member is not available or does not make the content available in the required time frame, the chair of the department is considered the custodian of this data and should put in a request via the ITCS Help Desk to make the request for access to the course content.

If the faculty member is no longer an employee, the chair of the department is considered the custodian of this data and should put in a request via the ITCS Help Desk to make the request for access to the course content.

ECU has an absolute and irrevocable license to use "traditional works" created by the faculty for university education or research use except in limited circumstances. Any questions regarding usage should be directed to ECU's Copyright Officer and to the Copyright Regulation.

Additional Blackboard procedures can be found at http://www.ecu.edu/itcs/help/blackboard.

Faculty Senate Agenda
March 15, 2016
Attachment 6.

DISTANCE EDUCATION AND LEARNING TECHNOLOGY COMMITTEE REPORT
Formal faculty advice on proposed Web Content Regulation

Editorial changes were agreed upon during the meeting and all have been included in the below document. No further changes are being recommended.

Policy	REG08.05.06
Title	Web Content Regulation
Category	Information Technology
Sub-category	Security and Compliance
Authority	Chancellor
History	ITCS Policy Number 1.700 Effective July 17, 2000 (Information Resources Coordinating Council IRCC Approved); Revised February 22, 2006; Amended December 14, 2009 (Executive Council Approved); Reviewed November 7, 2011; Interim approved September 16, 2014.
Contact	CIO, (252) 328-9000
Related Policies	ECU Academic Computer Use Policy ECU University Student and Employee Computer Use Policy East Carolina University Patent Policy East Carolina University Copyright Regulation
Additional References	U.S. Department of Health and Human Services, Rights Under Section 504 of the Rehabilitation Act Section 508.gov ADA.gov Disability Support Services ECU Publications: Guidelines for Using the East Carolina University Logo ECU Policy Statement on commercial exploitation of classroom materials

1. Purpose of Regulation

The East Carolina University Web Page Policy provides guidance and minimum content-neutral standards for faculty, staff, and student web developers contributing to the university's web presence by maintaining web pages on university servers or providing web content to students for instructional

purposes. University web space is provided to support the academic and administrative functions of the university. University-related websites are an important means of conducting university business, including but not limited to advancement, communication, education, research, and scholarship. Specifically, this regulation is designed to:

a. Promote the use of websites in a manner consistent with the mission of the university;

b. Address security issues associated with university information and equipment, and enable appropriate online transactions of university business;

c. Mandate that the development of websites comply with university policies, and applicable state and federal laws; and

d. Provide necessary management and oversight of the university's resources.

1.1 Web Pages Subject to This Policy

All websites on university servers are subject to this policy. Websites on university servers are either Official University Web Pages or Unofficial Web Pages.

Official University Web Pages include the East Carolina University home page (www.ecu.edu); academic department and program pages; office, administrative, and support unit pages; news and information pages; and any other World Wide Web address that is otherwise sponsored or endorsed or created on authority of a university department or administrative unit; including course pages residing outside the secure course management system.

Unofficial Web Pages are maintained by individual university computer account holders on university servers, such as personal faculty and staff web pages; individual student web pages and university-recognized student organization web pages.

2. Minimum Requirements for Both Official University Web Pages and Unofficial Web Pages

2.1 Accessibility

- ECU requires web authors of both official and unofficial faculty and staff web sites at ecu.edu to comply with accessibility requirements mandated by federal and state law. Accordingly, the university has adopted Web Accessibility Standards based on the Section 508 and W3C Web Content Accessibility Guidelines. By adhering to these guidelines, ECU web resources will be accessible to persons with disabilities, where feasible, or a reasonable accommodation will be offered to qualified persons such as providing alternative formats or auxiliary aids and/or making adjustments.

2.2 Affiliation and Disclaimer

Official University Web Pages must include a link to the [ECU Web Terms of Use/ Disclaimer](#).

Unofficial Web Pages: The appearance or design of an Unofficial Web Page should not create confusion that a reasonable person viewing that page would believe that it is an Official University Web Page, or is otherwise sponsored or endorsed or created on authority of a university

department or administrative unit. To reduce the likelihood of confusion, every Unofficial Web Page maintained on a university server must contain the following disclaimer:

This web page is not a publication of East Carolina University, nor is it in any way sponsored or endorsed or created on authority of a university department or administrative unit. The author(s) of this page are solely responsible for its content.

2.3 Advertising

Advertising by external, unaffiliated organizations is not permitted on any university webpage. Advertising is defined as banner ads or other promotional messages being displayed on webpages in exchange for direct compensation (monetary or otherwise) for their delivery.

This regulation does not prohibit the appropriate recognition of sponsors or donors on the webpages of programs supported by their contributions.

2.4 Web Applications and Databases

ITCS must be notified of all intentions to put interactive applications on ECU operated servers. Such applications must be reasonably constrained due to concerns about security, server performance, operational monitoring, and ongoing maintenance. Collecting data received through web applications using applications, such as ColdFusion scripting requires a data source be established on the server. ITCS has the right to deny requests for data sources or to disable existing data sources if security or performance concerns are brought to our attention. Applications that require extensive scripting or involve monetary transactions must be approved by ITCS. Data that is sensitive, private, or requires increased protection is generally not allowed on all public web servers. There are special cases, where information may be collected; however, in all such cases the security requires the approval of ITCS and the data owner. Sensitive information should not be displayed or collected by any website residing outside a secure connection.

2.5 Minimum Requirements for Official University Web Pages Only

2.5.1 General Appearance

All Official University Web Pages must follow the [minimum design requirements](#).

2.5.2 University Content Management System Regulation

Effective July 1, 2011, official websites hosted in the ecu.edu domain are to be created and maintained using the content management tools approved by the [University Web Oversight Committee](#).

2.5.3 Maintenance

Each department, office and academic center must designate one person to be the site's primary web contact (PWC). The PWC is responsible for ensuring his or her department, office, or academic website adheres to the university web policy. The PWC may delegate steps needed to be in accordance with the policy, such as content creation, but should be prepared to serve as the primary informational contact for inquiries regarding the site. Each area must designate a PWC to obtain space on ECU web servers. In the absence of a PWC, the chair or director will be listed by default.

Official web pages must be kept up to date. Out-of-date information should be removed and new information added on a regular basis. To verify when a site was last updated, all sites will automatically display a "date last modified: mm/dd/yyyy" in the footer of the page. Only active files should be kept on the Internet servers. Inactive sites and files should be removed from official directories and stored either locally or on another campus network.

3. Oversight

Oversight of web pages subject to this policy is the responsibility of the University Web Oversight Committee. Violations of the web policy will be made known to the PWC for resolution. Noncompliance with applicable policies and/or laws may result in removal of web pages or directories from the main web server and/or removal of links to the site from the upper level university web pages and site index. Oversight of web pages will be consistent with the First Amendment.

Beginning January 1, 2014, a quarterly sample of web sites will be reviewed by Disability Support Services, ITCS, and Marketing to ensure sites meet ADA, security, and design requirements. The PWC will be notified if sites are out of compliance and be giving a reasonable timeline to make corrective action. If corrective action is not taken, then the site will be removed from ECU servers and as appropriate the Dean, Director, Department Chair, or Vice Chancellor will be notified.

3.1 Responsibility at Termination

An author of an unofficial web page is solely responsible for moving that page to a new non-university server once the employment and/or academic relationship with East Carolina University has ended, such as when an individual leaves university employment, a student graduates or is otherwise no longer enrolled at ECU, or where a student organization ceases to exist. ECU reserves the right to remove unofficial websites authored by an individual and/or group who/that no longer maintains an employment and/or academic relationship with ECU without notice as part of its routine maintenance of university servers.

Faculty Senate Agenda
March 15, 2016
Attachment 7.

DISTANCE EDUCATION AND LEARNING TECHNOLOGY COMMITTEE REPORT
Formal faculty advice on proposed Social Media Use Regulation

Editorial changes were agreed upon during the meeting and all have been included in the below document. No further changes are being recommended.

Title	Social Media Use
Category	Information Technology
Sub-category	Technology Use
Authority	Chancellor
History	New
Contact	Clint Bailey, Director, University Marketing, baileyc@ecu.edu, 252-328-2606

Related Policies

[Academic Computer Use Policy](#)
[Copyright Policy](#)
[ECU Social Media Guidelines](#)
[E-Discovery Governed by NC State Rule of Civil Procedure](#)
[Family Educational Rights and Privacy Act (FERPA)](#)
[Graphics and Licensing Standards](#)
[Healthcare Applicable Use Policies](#)
[IT Security Compliance & Regulations](#)
[Network Use Regulation](#)
[North Carolina Identity Theft Act](#)
[Official and Recognized ECU Social Media Sites](#)
[Social Security Number Resource Page](#)
[Trademark and Logo Use](#)

[University Attorney Statement on Copyright](#)
[The University Image](#)
[University Marketing Standards](#)
[University Marketing Standards](#)
[University Marketing](#)

1. Purpose

1.1. Social media sites are online communities used increasingly in all aspects of our professional and personal lives to communicate and distribute information. Well-known examples of these sites are Facebook, YouTube, and Twitter.

1.2. The increase in usage of this type of media has resulted in new ways to share events, reach out to alumni, and gather feedback on issues. Along with positive effects are new concerns that we want to make employees and students aware of, such as the increased diligence we need to have in communicating on these sites to maintain an atmosphere of integrity, honesty, and respect that is free of harassment, exploitation, and intimidation. To help guide us in the use of these tools, we have created this regulation and the social media guidelines referenced in the additional references sections for our community of users.

2. Applicability

2.1. This regulation is applicable to all East Carolina University (ECU) faculty, staff, temporary employees, postdoctoral fellows, students, contractors, and visitors and retirees who have campus access to the university network and/or data.

2.2. ECU employees may not use a university social media site to conduct activities for the financial gain of any person or organization other than ECU and, subject to additional regulations, ECU's formally associated entities.

3. Instructional Use

3.1. Required student communication for instruction should be limited to ECU-managed tools that protect student data as required by FERPA and meet the guidelines for legal e-discovery. Several

ECU tools meet these requirements (e.g., Blackboard, SABA, Yammer). An updated list of recommended tools will be maintained within the ECU Social Media Guidelines.

3.2. If an ECU employee or person acting on behalf of ECU in any official capacity chooses to use a non-managed social media tool (e.g., Facebook, Twitter, etc.) for supplementary discussion and informal activity relating to a class or other ECU activity, this regulation must be followed.

4. University Business Use

4.1. Only ECU employees employed in permanent positions are authorized to create and/or administer external social media networking sites to conduct ECU business that requires community outreach.

4.1.a. The administrator role (i.e. the role with the broadest user privileges) for a social media site may only be assigned to full time, permanent employees. The administrator role may not be assigned to an individual whose primary association with the university is as a student. Students may serve in subordinate roles under the supervision of an authorized site administrator.

4.1.b. Compliance with this regulation requires that each site have a minimum of two administrators.

4.2. If authorized by the home department and in adherence with this regulation, an employee may post department information, resources, calendars, and events on authorized ECU social media sites.

4.3. Each social media site requires an ECU employee to act as administrator to manage and monitor the site.

4.4. All social media activity must be consistent with the principles set forth in the ECU Social Media Guidelines.

5. ECU Trademark, Logo, and University Mark

5.1. Only sites that have been authorized to do so may use the ECU logo or trademarks. Any use of an ECU mark must be consistent with the regulations and standards established by ECU's University Marketing Department.

5.2. Application and authorization for the use of the ECU logo and trademark is outlined in the ECU Social Media Guidelines.

5.3. There are two types of authorized sites: (1) Official – a site that represents the entire university and uses ECU trademarks and logos, and (2) Recognized – a site that represents a portion of ECU (e.g., a department or college), complies with this regulation, applicable social media guidelines, and approved by University Marketing.

5.4. Once all guidelines are met, the person who creates the site must immediately register it with University Marketing. A list of Official and Recognized social media sites will be maintained in one location by University Marketing.

6. Ensuring Privacy in Communications

6.1. All sites, regardless of status, are expected to maintain confidentiality by excluding confidential or proprietary information about ECU, its students, faculty, staff, patients, or alumni.

6.2. All sites should reflect good ethical judgment and follow University of North Carolina and ECU policies and federal requirements, such as FERPA and HIPAA.

6.3. ECU strictly prohibits the unauthorized disclosure of protected health information including but not limited to patient images on any social media sites.

6.4. Sites will not use information shared on these sites as part of passwords and/or answers to passphrase security questions.

7. Disclaimer

7.1. Individuals or groups within the ECU community are not permitted to present personal opinions on ECU maintained sites in a manner that implies endorsement by ECU.

7.2. If posted material may reasonably be construed to imply the support, endorsement, or opposition of ECU, including opinions or views on issues, the material will be accompanied by the following disclaimer. "The contents including all opinions and views expressed within this site, are entirely personal and do not necessarily represent the opinions or views of anyone else, including other employees in my department or at ECU. ECU has not approved and is not responsible for the material contained at this site."

8. Compliance and Monitoring

8.1. Users of social media networks must adhere to all ECU computer policies, regulations, rules, and standards. ECU does not routinely monitor social media sites; however, ECU reserves the right to access any university social media site to investigate issues that are reported or discovered to enforce applicable federal, state, University of North Carolina Board of Governors, and University laws and policies.

8.2. In response to concerns or complaints, ECU administrators may examine profiles on social networking sites that are being used to conduct ECU business and use information in formal or informal disciplinary proceedings.

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Faculty Senate Agenda
March 15, 2016
Attachment 8.

ADMISSION AND RETENTIO POLICIE COMMITTEE REPORT
Proposed revisions to the *Undergraduate Catalog*, Academic Advisement, Progression and Support Services, Sections Double Major Requirements and Dual or Second Degree Requirements

(Below text would replace what is currently in the catalog.)

Students in good standing may choose to pursue a Dual Degree or Double Major. When making this decision, students are advised to take the following into consideration:
1. Major-specific requirements for declaration such as: Minimum or competitive GPAs, application processes and deadlines, and auditions or portfolio reviews
2. Additional time to graduate to complete requirements of multiple majors and feasibility of

sequencing required coursework
3. Impact of additional courses on financial aid caps and financial aid eligibility
4. Additional coursework demands and impact on GPA
5. Additional writing intensive requirement (Dual Degree)

Earning a Dual Degree

A student may choose to earn two baccalaureate degrees simultaneously. To satisfy the requirements for a dual degree at East Carolina University, the student must complete a minimum of an additional 30 semester hours toward the secondary degree, as well as all curricular requirements for both baccalaureate degree programs. Accordingly, two diplomas are awarded. Other pertinent information for dual degree students includes the following:

- The dual degree may count any number of hours from the primary degree toward the secondary degree.
- The student will be advised by both departments and a separate degree review will be completed by each.
- All dual degree students will be required to complete at least three semester hours of writing-intensive (WI) course work within the major area of each degree.
- Foundations curriculum requirements for one degree may be used to satisfy the foundations curriculum requirements for the other degree; however, the required foundations curriculum courses for the secondary degree must be met. All other degree requirements, such as demonstration of proficiency in a foreign language (if required), must be met and may not be waived.

Earning a Double Major

Instead of earning two degrees, a student may choose to earn one baccalaureate degree and add a second major. One diploma is awarded that lists both the primary and the secondary major. Only the total hours required for the primary degree program requirement need to be completed, as no additional hours are required.   Other pertinent information for double major students includes the following:

- The double major may count any number of hours from the primary major toward the secondary major.
- The student will be advised by both departments and a separate degree review will be completed by each.
- Double major students are not required to complete additional writing-intensive (WI) course work.
- Foundations curriculum requirements for the primary major may be used to satisfy the foundations curriculum requirements for the secondary major unless there are pre-requisites or co-requisites required for courses in the second major. If the primary major does not require a foreign language, the student is not required to demonstrate proficiency in a foreign language even if it is required by the secondary major.

Dual Degree VS Double Major

	Dual Degree	Double Major
Structure	A student may choose to earn two baccalaureate degrees simultaneously. To satisfy the requirements for a dual degree at East Carolina University, the student must complete a minimum of an additional 30	A student may choose to earn one baccalaureate degree and add a second major. Only the total hours required for the primary degree program requirement need to be

	semester hours toward the secondary degree, as well as all curricular requirements for both baccalaureate degree programs.	completed, as no additional hours are required.
Application of Hours	The dual degree may count any number of hours from the primary degree toward the secondary degree.	The double major may count any number of hours from the primary major toward the secondary major.
Advising	The student will be advised by both departments and a separate degree review will be completed by each.	The student will be advised by both departments and a separate degree review will be completed by each.
Foundations Curriculum	Foundations curriculum requirements for one degree may be used to satisfy the foundations curriculum requirements for the other degree; however, the required foundations curriculum courses for the secondary degree must be met.	Foundations curriculum requirements for the primary major may be used to satisfy the foundations curriculum requirements for the secondary major unless there are pre-requisites or co-requisites required for courses in the second major.
Foreign Language and Other Degree Requirements	All other degree requirements, such as demonstration of proficiency in a foreign language (if required), must be met and may not be waived.	If the primary major does not require a foreign language, the student is not required to demonstrate proficiency in a foreign language even if it is required by the secondary major.
Writing Intensive	All dual degree students will be required to complete at least three semester hours of writing-intensive (WI) course work within the major area of each degree	Double major students are not required to complete additional writing-intensive (WI) course work.
Diploma	Two diplomas are awarded.	One diploma is awarded that lists both the primary and the secondary major.
Tuition Surcharge	For tuition surcharge information: http://catalog.ecu.edu/content.php?catoid=8&navoid=508#Tuition_Surcharge	